



## Mold Maker / Tool Leader Job Opening

Matrix Tool, Inc. is a custom full service manufacturing operation located in Fairview, PA. We specialize in the design and construction of high precision plastic and metal injection molds and the molding of tight tolerance plastic injection molded components. We operate in a modern facility and employ approximately 120 staff members capable of offering solutions to our customer's toughest tooling and molding challenges. See [www.matrixtoolinc.com](http://www.matrixtoolinc.com) for additional information about the organization.

We are seeking a seasoned **Mold Maker / Tool Leader** with all around experience in surface grinding, milling, die sink and/or CNC EDM and mold assembly to assist with the planning, monitoring and construction of new plastic injection molds in our Tooling Division.

### **Primary Duties:**

- a) Reviewing new tooling jobs and planning the sequence of operations and team members needed to complete the work within quoted budget and established delivery timeframes.
- (b) Monitoring the progress of assigned jobs on a regular basis to assess the completion status of tooling jobs, assess actions needed to keep jobs on-schedule, and report job progress at weekly tooling schedule meetings.
- (c) Setting up and operating tool room machinery (surface grinders, mills, EDM machinery, etc.) to assist with the construction of high precision mold components and cavity/core details.
- (d) Inspecting machined parts to verify dimensions meet print requirements and ensure quality standards are met.
- (e) Coordinating the fitting and assembling of components and/or complete molds to check function and prepare mold for pre-production sampling and/or customer delivery per established customer delivery dates.
- (f) Assisting with the conditioning & revision work needed to validate / receive approval on new production molds.
- (g) Communicating regularly with Tooling, QA and Molding personnel on work progress and production activities.

### **Qualifications:**

- (a) At least 6 - 8 years of mold building experience in a precision Tooling or Machine shop environment;
- (b) Familiarity with machining operations/techniques required to build precision mold components (surface grinding, milling, EDM, etc.)
- (c) Previous completion of a formal Apprenticeship program is preferred, but not essential;
- (d) Detailed knowledge of shop mathematics, mold construction and assembly / disassembly procedures, and shop equipment used in a mold building facility;
- (e) Ability to read 2D/3D mechanical blue print drawings and have good mechanical ability;
- (f) Basic computer skills are preferred
- (g) A take charge attitude with sound decision making abilities and an independent work ethic.
- (h) The ability to set priorities while also adapting to unanticipated changes to production requirements / schedules.
- (i) The ability to cooperate with others and work as a member of a team in a dynamic and fast paced work environment is essential.

Matrix Tool, Inc. offers a very competitive pay and benefits package. Primary benefits include Health Care & Prescription Drug Insurance, Vision Care Insurance, Dental Care Insurance, Profit Sharing, 401(k), Life / Accidental Death Insurance, Short Term Disability Insurance, Paid Holidays, Paid Vacation Time, Paid Personal Time, Employee Assistance Plan, Deductible Reimbursement Plan, Cash Bonus Plan, Bereavement Leave Plan and Jury Duty Benefit. Interested candidates should apply using one of the following methods:

1. Email us a completed job application. You can download an application from the literature page of our website at [www.matrixtoolinc.com](http://www.matrixtoolinc.com), fill it out and return it to [hr@matrixtoolinc.com](mailto:hr@matrixtoolinc.com).
2. Email a cover letter and resume to us at [hr@matrixtoolinc.com](mailto:hr@matrixtoolinc.com)
3. Stop in at our Front Office at 4976 Franklin Road in Fairview, PA and fill out an application.

For additional information, contact Matrix Tool Inc.

